



## CHIEF PLUMBING INSPECTOR

Job Code: 3131

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o016

### NATURE OF WORK

Highly responsible, administrative, supervisory and technical work in enforcing compliance with applicable national, state, and local laws, codes, ordinances and regulations in the City's Building Department through reviewing construction plans and specifications of new and existing plumbing installations. Work includes office and field duties, supervising the enforcement program assuring that legally established requirements for plans, workmanship and materials are met with regard to plumbing work throughout the City.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Reviews plumbing installation plans, blueprints, specifications, and materials lists to determine compliance with applicable regulations and good building and construction practices; recommends approval or disapproval
- Assigns and investigates reported and unreported hazards, possible safety problems, and violations of code
- Issues permits and certifications dependent upon compliance with standards and assists applicants in completing necessary forms
- Recommends methods, materials, equipment, and alterations to assist in compliance with accepted standards
- Computes and collects fees for plumbing permits and certifications
- Determines acceptability of qualifications of plumbing contractors
- Testifies in court and before related boards, obtains documentation, and prepares testimony
- Prepares and maintains reports, records, and correspondence concerning plumbing enforcement and inspection activities
- Enters approved electrical permits into computer data base
- Conducts technical field inspections of buildings, equipment, and installations as needed
- Performs related work as needed

### KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of national, state, and local laws, codes, ordinances, and regulations regarding plumbing, water supply, gas supply, and drainage systems, fixtures, and appliances; pipe work in connection with oil burning equipment, air conditioning and boiler installations, fire lines, and sprinkler systems
- Thorough knowledge of effective practices concerning the installation, operation, and maintenance of sanitary plumbing, water supply, and gas supply systems
- Considerable knowledge of building design and construction
- Considerable knowledge of good construction practices
- Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards
- Ability to read, understand, explain, and apply regulations
- Ability to make technical inspections and render valid decisions
- Ability to enforce regulations tactfully, firmly, and impartially
- Ability to establish and maintain effective working relationships with other employees, agencies, and the public
- Ability to communicate effectively, both verbally and in writing

- Ability to supervise the work of subordinate employees in a manner conducive to full performance and high morale
- Ability to make arithmetic and statistical computations with speed and accuracy
- Ability to use appropriate computer software in analysis, calculations, and record keeping
- Ability to testify effectively in court and before related boards
- Ability to research data and originate legal documents and other instruments of law
- Ability to prepare clear and concise records, reports, correspondence, and other documentation
- Ability to complete forms legibly and accurately

## MINIMUM REQUIREMENTS

- Minimum qualifications shall reflect the requirements of the South Florida Building Code, currently:
  - Ten (10) years' experience as a practical plumber
  - Valid recognized Certificate of Competency as a journeyman or master plumber

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- Some standing, walking, moving, climbing, bending, kneeling, crawling, and reaching
- Must have the physical ability to bend, crawl, and climb over construction sites and within buildings
- Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped

## SUPERVISION RECEIVED

- General and specific assignments are received
- Work is performed with considerable latitude for the use of independent judgment
- Work is reviewed and evaluated through verbal and written reports

## SUPERVISION EXERCISED

- Directs the work of Plumbing Inspectors